

ADMINISTRATIVE - INTERNAL USE ONLY

INSTRUCTION NO.  
LI 20-18

LI 20-18  
PERSONNEL  
Revised 20 September 1974

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SUBJECT : The Logistics Career Service Board, Career Service Panels  
and Awards and Training Panels

REFERENCES: (a) LI 20-12  
(b) LI 25-2  
(c) LI 20-14

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1. GENERAL

This instruction defines the composition and areas of responsibility of the Logistics Career Service Board (LCSB), Career Service Panels, and the Awards and Training Panels.

2. ADMINISTRATIVE CHANGES

- a. The composition of the Logistics Career Service Panels is outlined in the attached memorandum which will be periodically revised. It is the intent that membership on the panels will rotate with members serving from 12 to 18 months.
- b. The Career Service Panels will be responsible for the competitive evaluation, promotion recommendations, career progression, and rotation of personnel in grades GS-07 through GS-14. The A Panel will also consider clerk typists and stenographers at the GS-06 level. Other employees in grades GS-06 and below and most wage board employees will be the responsibility of their assigned division or staff for promotional and assignment consideration.
- c. Each employee has been assigned a 3-digit career service letter designation which will be reflected in all future personnel actions. The first letter, M, represents the Directorate of Administration Career Service. The second letter, L, represents the Logistics Career Subgroup, and the third letter represents the appropriate panel: A, L, M, P, R or S (described in paragraph 4 below). Designation E, which represents executive, will be the responsibility

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of the LCSB or the Director of Logistics (D/L). Designation C represents clerical or subprofessional GS personnel who will come under the cognizance of the division or staff to which they are assigned. Designation W represents wage board personnel who will come under the cognizance of the division or staff to which they are assigned with the exception of WP and GP in the Printing Services Division. Copies of personnel actions will be forwarded to an employee where there is a revision of panel responsibility or reassignment of the individual into a career ladder. Questions regarding an employee's panel assignment should be directed to the Personnel and Training Staff (P&TS), OL, on extension 2657.

3. COMPOSITION AND RESPONSIBILITIES OF THE LCSB

- a. The LCSB will consist of : Chairman -- Deputy Director of Logistics; Members -- Executive Officer, Chiefs of Plans and Programs Staff and Procurement Management Staff, all OL Division Chiefs; and Chief, P&TS -- Recorder and Advisor.
- b. Responsibility of the LCSB will be the rotation and the ranking of all GS-14 personnel plus Logistics Officer Trainees, systems analysts, and other personnel (GS-07 through GS-13) who are in a staff assignment or being developed as Logistics generalists. The LCSB will be responsible for advising the D/L on policy matters, reviewing circumstances of employees who will not accept overseas assignments, and reviewing and advising the D/L on panel rankings for promotion or rotation, and any other assignment as requested by him.

4. RESPONSIBILITIES OF THE CAREER SERVICE PANELS

- a. A Panel: Clerk typists and clerk stenographers, GS-06 through GS-09, whose current career direction is secretarial.
- b. L Panel: GS-07 through GS-13 personnel whose functional areas are within the Logistics Services Division, such as administrative services officers, courier supervisory personnel, or motor transportation supervisors.

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- c. M Panel: GS-07 through GS-13 personnel whose functional area is within procurement and contract negotiation.
- d. P Panel: All GS-07 through GS-13 personnel whose functional areas are within Printing Services Division and all WP and GP wage board.
- e. R Panel: GS-07 through GS-13 architects, engineers, maintenance supervisors, real property officers, and other personnel whose functional areas are real estate, engineering, and maintenance.
- f. S Panel: GS-07 through GS-13 personnel in the supply, transportation, ordnance and cataloging areas of Supply Division, area divisions, and most overseas supply and general Logistics positions.

  
MICHAEL J. MALANICK  
Director of Logistics

Attachment

STATINTL

ATTACHMENT  
to  
LI 20-18

26 JUN 1974

MEMORANDUM FOR: Logistics Careerists

SUBJECT : Logistics Career Service Panels

REFERENCE : LI 20-18

1. In July 1970, we established the Logistics Career Service Panels which represented a major change in the personnel management of this Office. Much of the credit for the effectiveness of this system must go to the panel members who devoted much energy, imagination, and objectivity in the planning, ranking, and promotion recommendations of Logistics careerists.

a. In an effort to broaden the base of as many Logistics careerists as possible, I have determined that, where possible, the makeup of the panels would be removed from the line command within the divisions. This will not change the input which has heretofore been made at either the division or staff level or the Career Board, following panel recommendations.

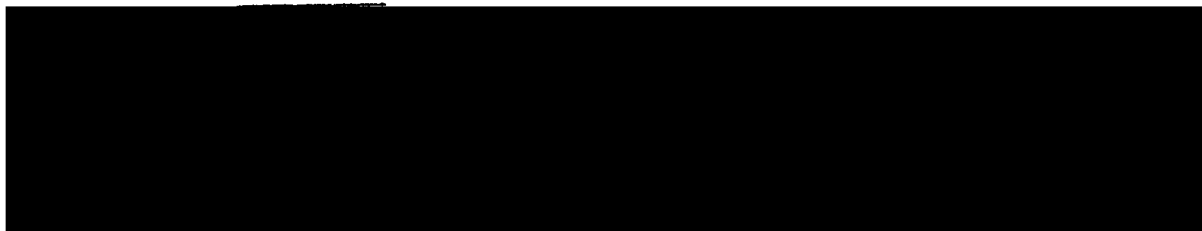
b. Since supergrades are no longer within the ML subgroup, and we desire to have panel chairmen and members who are closer to the grade of the employees under review, I will, in some cases, appoint GS-15 officers as panel chairmen and GS-14 and GS-15 careerists as members, with the exception of the "A" Panel where the membership grades will be proportionately lower.

c. I plan to rotate chairmen and panel members after 12 to 18 months of duty to provide a varied input into panel considerations, while at the same time providing management experience of this nature to a wider group of Logistics employees.

2. To incorporate some of the above changes, I would like to revise panel membership, effective 1 July 1974, with the following makeup:

"A" Panel

"L" Panel



STATINTL

**STATINTL**

**Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010024-9**

**Approved For Release 2000/05/08 : CIA-RDP78-05399A000100010024-9**

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REVISION OF LI 20-18

SUBJECT : The Logistics Career Service Board, Career Service Panels and Awards and Training Panels

REFERENCES: (a) LI 20-12

(b) LI 25-2

(c) LI 20-14

1. GENERAL

This instruction defines the composition of areas of responsibility of the Logistics Career Service Board (LCSB), Career Service Panels, and the Awards and Training Panels.

2. ADMINISTRATIVE CHANGES

a. <sup>LOGISTICS</sup> Composition of the Career Service Panels is outlined in <sup>the attached memo</sup> tab A and will be periodically revised. It is the intent that membership on the panels will rotate with members serving from 12 to 18 months.

b. The Career Service Panels will be responsible for the competitive evaluation, promotion recommendation, career progression, and rotation of personnel in grades GS-07 through -14. The ~~A~~ Panel will also consider clerk typists and stenographers at the GS-06 level. Other employees in grades GS-06 and below and most wage board employees will be the responsibility of their assigned division or staff for promotional and assignment consideration.

c. Each employee has been assigned a 3-digit Career Service letter designation which will be reflected in all future personnel actions. The first letter, "M", represents the ~~Deputy~~ Directorate of Administration Career Service. The second letter, "L", represents the Logistics Career Subgroup, and the third letter represents the appropriate panel: <sup>below</sup> "A", "L", "M", "P", "R" or "S" (described in paragraph 4). "E", which represents executive, will be the responsibility of the LCSB or the Director of Logistics (D/L). "C" represents clerical or subprofessional GS personnel who will come under the cognizance of the division or staff to which they are assigned.

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"W" represents wage board personnel who will come under the cognizance of the division or staff to which they are assigned with the exception of WP and GP in <sup>the</sup> Printing Services Division. Copies of personnel actions will be forwarded to an employee where there is a revision of panel responsibility or reassignment of the individual into a career ladder. Questions regarding an employee's panel assignment should be directed to the Personnel and Training Staff (P&TS), <sup>on</sup> extension 2657.

3. COMPOSITION AND RESPONSIBILITIES OF THE LCSB

a. The LCSB will consist of: Chairman -- Deputy Director of Logistics; ~~Members --~~ are the Executive Officer, Chiefs of Plans and Programs Staff and Procurement Management Staff, <sup>and all</sup> Division Chiefs; and Chief, P&TS -- Recorder and Advisor. *→ (How pls see me - must)*

b. Responsibility of the LCSB will be the rotation and the ranking of all GS-14 personnel plus Logistics Officer Trainees, systems analysts, and other personnel (GS-07 through <sup>13</sup>) who are in a staff assignment or being developed as Logistics generalists. The LCSB will be responsible for advising the D/L on policy matters, reviewing the circumstances of employees who will not accept overseas assignments, <sup>and</sup> review and advise <sup>on</sup> panel rankings for promotion or rotation, and any other assignment as requested by <sup>him</sup> the D/L.

4. RESPONSIBILITIES OF THE CAREER SERVICE PANELS

a. "A" Panel: Clerk typists and clerk stenographers, GS-06 through -09, whose current career direction is secretarial.

b. "L" Panel: GS-07 through -13 personnel whose functional areas are within the Logistics Services Division, such as administrative services officers, courier supervisory personnel, or motor transportation supervisors.

c. "M" Panel: GS-07 through -13 personnel whose functional area is within procurement and contract negotiation.

d. "P" Panel: All GS-07 through -13 personnel whose functional areas are within

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e. ~~R~~ Panel: GS-07 through -13 architects, engineers, maintenance supervisors, real property officers, and other personnel whose functional areas are real estate, engineering, and maintenance.

f. ~~S~~ Panel: GS-07 through -13 personnel in the supply, transportation, ordnance and cataloging areas of Supply Division, area divisions, and most overseas supply and general Logistics positions.

*Attachment*

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C-O-N-F-I-D-E-N-T-I-A-L

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PERSONNEL  
Revised 5 April 1973

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SUBJECT : The Logistics Career Service Board and Career Service,  
Awards, and Training Panels

REFERENCES: (a) LI 20-12 dtd 13 February 1970  
(b) LI 25-2 dtd 4 May 1970  
(c) LI 20-14 dtd 6 May 1970  
(d) Memo dtd 10 July 1970 to All Members of the  
Logistics Career Service from D/L, Subject:  
Establishment of Logistics Career Service  
Panels

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1. GENERAL

This Instruction defines the current composition and areas of responsibility of the Logistics Career Service Board and the Career Service, Awards, and Training Panels.

2. ADMINISTRATIVE CHANGES

- a. The W Panel is hereby abolished. Positions formerly under the jurisdiction of the W Panel are transferred to either the S or L Panel.
- b. Effective upon publication of this Instruction, an S Subpanel is established.
- c. The membership of the Career Panels noted below are changed as follows, effective 16 April 1973.

Henceforth, Panel observers will be appointed for periods of 6 months, with the possibility of the appointment being renewed for a second 6-month period. This will allow us to rotate, on a regular basis, those young professional officers who will most benefit from the exposure.

C-O-N-F-I-D-E-N-T-I-A-L

E2 IMPDET CL BY 027529

C-O-N-F-I-D-E-N-T-I-A-L

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3. COMPOSITION OF THE BOARD

a. The Logistics Career Service Board will consist of:

Chairman - Deputy Director of Logistics  
Member - All Division Chiefs  
Member - Executive Officer  
Member - Chiefs, Procurement Management and Planning Staffs  
Recorder and Adviser - Chief, Personnel and Training Staff

b. Areas of Responsibility:

GS-14's and above (except Printing Services Division)\*  
Former Career Trainees (through GS-11)\*\*  
Logistics Planning Officer  
Systems Analyst  
Training Officer

\*Promotion recommendations on PSD officers GS-14 and above will be forwarded through the Chairman, Logistics Career Service Board, to the Director of Logistics.

\*\*For the purpose of review of rotation and/or promotion recommendations made by the respective functional panels to which these officers are assigned.

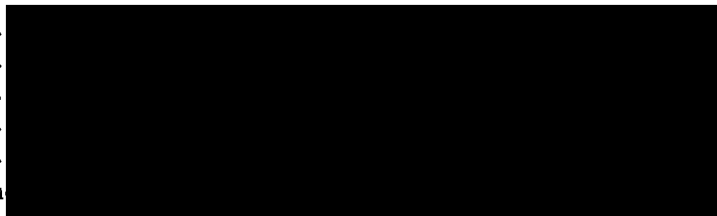
4. COMPOSITION OF THE PANELS

The Logistics Career Service Panels will consist of:

a. A Panel (Administrative)\*

(1) Membership:

Chairman -  
Member -  
Member -  
Member -  
Observer -  
Recorder and



25X1A

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(2) Areas of Responsibility:

Administrative Assistant  
Administrative Officer  
Administrative Services Assistant (GS-07 and below)  
Cable Analyst  
Clerk  
Clerk-Stenographer  
Clerk-Typist  
Fiscal Accounting Clerk  
Freight Traffic Clerk-Typist  
Info Control Assistant  
Info Control Clerk  
Info Control Clerk-Typist  
Procurement Assistant Stenographer  
Procurement Clerk-Stenographer  
Procurement Clerk-Typist  
Real Property Clerk-Typist  
Records Analyst  
Records Clerk  
Records Supervisor  
Secretary-Stenographer  
Secretary-Typist  
Supply Clerk-Typist  
Training Assistant

\*Includes contract personnel serving in the above-named  
or related specialties.

b. L Panel (GS-13 and below)

(1) Membership:

Chairman -  
Member -  
Member -  
Observer -  
Recorder and

25X1A

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(2) Areas of Responsibility:

Administrative Services Assistant (above GS-07)  
Administrative Services Officer  
Administrative Services Specialist  
Communications Officer  
Courier  
Dispatcher  
Electronic Engineer-WC  
Motor Transportation Assistant  
Motor Transportation Specialist  
Motor Vehicle Dispatcher  
Telephone Communications Services Clerk  
Telephone Communications Services Specialist  
Telephone Communications Services Technician  
Telephone Operator  
Telephone Supervisor  
Transportation Operations Specialist  
LSD Personnel on duty in O/DCI

Staff and contract prevailing-rate employees assigned to  
LSD, plus Auto Mechanics assigned to the [REDACTED]

25X1A

c. M Panel (GS-13 and below)\*

(1) Membership:

Chairman - [REDACTED]  
Member - [REDACTED]  
Member - [REDACTED]  
Member - [REDACTED]  
Observer - [REDACTED]  
Recorder and [REDACTED]

25X1A

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C-O-N-F-I-D-E-N-T-I-A-L

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(2) Areas of Responsibility:

Contract Administrator  
Contract Negotiator  
Contract Officer  
Procurement Agent  
Procurement Assistant  
Procurement Officer

\*Includes Career Agents and contract personnel serving  
in the above-noted or related specialties.

d. P Panel

(1) Membership:

Chairman -  
Member -  
Member -  
Observers -  
Recorder and

25X1A

(2) Areas of Responsibility:

All Printing Services Division personnel, GS or non-GS,  
serving at Headquarters or at the  
Center in printing services-related specialties.

25X1A

e. R Panel (GS-13 and below)\*

(1) Membership:

Chairman -  
Member -  
Member -  
Member -  
Observer -  
Recorder and

25X1A

25X1A

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(2) Areas of Responsibility:

Architect  
Architect Superintendent  
Civil Engineer  
Diesel Maintenance Superintendent  
Diesel Technician  
Electrician Helper  
Electrical Engineer  
Electronic Engineer  
Engineer-General  
Engineering Technician  
Maintenance Foreman  
Maintenance Superintendent  
Mechanical Engineer  
Mechanical Superintendent  
Real Property Assistant  
Real Property Officer

\*Includes contract personnel serving in the above-named or related specialties.

f. S Panel (GS-13 and below)\*

(1) Membership:

Chairman -  
Member -  
Member -  
Observer -  
Recorder and

25X1A

25X1A

(2) Areas of Responsibility:

Aircraft Maintenance Officer  
Equipment Specialist  
Equipment Technician  
Freight Traffic Assistant  
Freight Traffic Clerk  
Freight Traffic Officer  
Logistics Assistant

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Logistics Officer  
Ordnance Specialist-General  
Ordnance Technician  
Packing and Crating Specialist  
Packing and Crating Supervisor  
Publications Editor  
Storage Officer  
Supply Assistant  
Supply Catalog Officer  
Supply Clerk  
Supply Officer  
Transportation Assistant  
Transportation Clerk  
Transportation Officer

Prevailing-rate employees assigned to Supply Division, with  
the exception of Auto Mechanics assigned to the [REDACTED]

25X1A

\*Includes contract personnel serving in the above-named or  
related specialties.

g. S Subpanel

(1) Membership:

Chairman - [REDACTED]  
Member - [REDACTED]  
Member - [REDACTED]  
Member - [REDACTED]  
Recorder and [REDACTED]

25X1A

(2) Areas of Responsibility:

Rank and recommend for promotion Supply-type personnel in  
grades GS-07, 08, and 09.

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h. Awards Panel

Membership:

Chairman -  
Member -  
Member -  
Recorder and

25X1A

i. Training Panel

Membership:

Chairman -  
Member -  
Member -  
Recorder and

JOHN F. BLAKE  
Director of Logistics

C-O-N-F-I-D-E-N-T-I-A-L



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SUBJECT : The Logistics Career Service Board, Career Service, Awards and Training Panels

REFERENCES: (a) LI 20-12 dtd 13 February 1970  
(b) LI 25-2 dtd 4 May 1970  
(c) LI 20-14 dtd 6 May 1970  
(d) Memo dtd 10 July 1970 to All Members of the Logistics Career Service from D/L, Subject: Establishment of Logistics Career Service Panels

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1. GENERAL

This Instruction defines the current composition and areas of responsibility of the Logistics Career Service Board and the Career Service, Awards and Training Panels.

2. ADMINISTRATIVE CHANGES

- a. The Career Service Board will assume the responsibilities of the Executive Panel, abolished. The above makes unnecessary a separate category of "Generalist" which is eliminated.
- b. Positions formerly under the jurisdiction of subpanels will be absorbed by the parent panel and the panel chairmen will appoint and convene subpanels when they consider it necessary.

3. COMPOSITION OF THE BOARD

- a. The Logistics Career Service Board will consist of:

- Chairman - Deputy Director of Logistics
- Member - All Division Chiefs
- Member - Chiefs, Procurement Management and Planning Staffs
- Recorder - Chief, Personnel and Training Staff

- b. Areas of Responsibility:

GS-14's and above (except Printing Services Division)\*

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Former Career Trainees (through GS-11)\*\*  
Former Logistics Officer Trainees (through GS-11)\*\*  
Logistics Planning Officer  
Systems Analyst  
Training Officer

\*Promotion recommendations on PSD officers GS-14 and above will be forwarded through the Chairman, Logistics Career Service Board, to the Director of Logistics.

\*\*For the purpose of review of rotation and/or promotion recommendations made by the respective functional panels to which these officers are assigned.

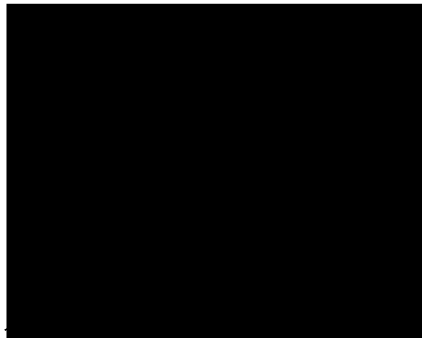
4. COMPOSITION OF THE PANELS

The Logistics Career Service Panels will consist of:

a. Panel A (Administrative)\*

(1) Membership:

Chairman -  
Member -  
Member -  
Member -  
Member -  
Member -  
  
Observer -  
Recorder and



25X1A

(2) Areas of Responsibility:

Administrative Assistant  
Administrative Officer  
Administrative Services Assistant (GS-07 and below)  
Cable Analyst

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Clerk  
Clerk-Stenographer  
Clerk-Typist  
Fiscal Accounting Clerk  
Freight Traffic Clerk-Typist  
Info Control Assistant  
Info Control Clerk  
Info Control Clerk-Typist  
Procurement Assistant Stenographer  
Procurement Clerk-Stenographer  
Procurement Clerk-Typist  
Real Property Clerk-Typist  
Records Analyst  
Records Clerk  
Records Supervisor  
Secretary-Stenographer  
Secretary-Typist  
Supply Clerk-Typist  
Training Assistant

\*Includes contract personnel serving in the above-named or related specialties.

b. Panel L (GS-13 and below)

(1) Membership:

Chairman	-	
Member	-	
Member	-	
Observer	-	
Recorder	-	

25X1A

(2) Areas of Responsibility:

Administrative Services Assistant (above GS-07)  
Administrative Services Officer  
Administrative Services Specialist

S-E-C-R-E-T

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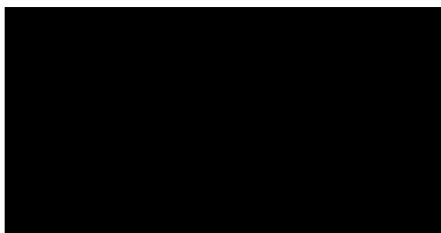
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Chef  
Communications Officer  
Cook  
Courier  
Dispatcher  
Electronic Engineer - WC  
Motor Transportation Assistant  
Motor Transportation Specialist  
Motor Vehicle Dispatcher  
Telephone Communications Services Clerk  
Telephone Communications Services Specialist  
Telephone Communications Services Technician  
Telephone Operator  
Telephone Supervisor  
Transportation Operations Specialist  
Steward  
Waiter

c. Panel M (GS-13 and below)\*

(1) Membership:

Chairman -  
Member -  
Member -  
Member -  
Observer -  
Recorder -



25X1A

(2) Areas of Responsibility:

Contract Administrator  
Contract Negotiator  
Contract Officer  
Procurement Agent  
Procurement Assistant  
Procurement Officer

\*Includes Career Agents and contract personnel serving in the above-noted or related specialties.

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d. Panel P

(1) Membership:

Chairman  
Member  
Member  
Observer  
Recorder and

25X1A

(2) Areas of Responsibility:

All Printing Services Division personnel, GS or non-GS, serving at Headquarters or at the [REDACTED] in printing services-related specialties.

25X1A

e. Panel R (GS-13 and below)\*

(1) Membership:

Chairman -  
Member -  
Member -  
Observer -  
Recorder and

25X1A

(2) Areas of Responsibility:

Architect  
Architect Superintendent  
Civil Engineer  
Diesel Maintenance Superintendent  
Diesel Technician  
Electrician Helper  
Electrical Engineer  
Electronic Engineer  
Engineer-General

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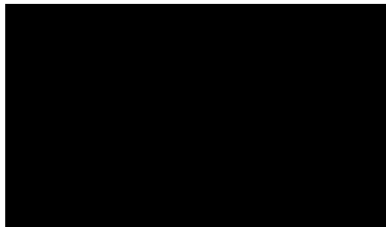
Engineering Technician  
Maintenance Foreman  
Maintenance Superintendent  
Mechanical Engineer  
Mechanical Superintendent  
Real Property Assistant  
Real Property Officer

\*Includes contract personnel serving in the above-named or related specialties.

f. Panel S (GS-13 and below)\*

(1) Membership:

Chairman -  
Member -  
Member -  
Member -  
Observer -  
Recorder -



25X1A

(2) Areas of Responsibility:

Aircraft Maintenance Officer  
Equipment Specialist  
Equipment Technician  
Freight Traffic Assistant  
Freight Traffic Clerk  
Freight Traffic Officer  
Logistics Assistant  
Logistics Officer  
Ordnance Specialist-General  
Ordnance Technician  
Packing and Crating Specialist  
Packing and Crating Supervisor  
Publications Editor  
Storage Officer

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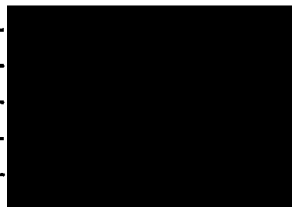
Supply Assistant  
Supply Catalog Officer  
Supply Clerk  
Supply Officer  
Transportation Assistant  
Transportation Clerk  
Transportation Officer

\*Includes contract personnel serving in the above-named or related specialties except those subject to the Coordinated Federal Wage System.

g. Panel W

(1) Membership:

Chairman -  
Member -  
Member -  
Observer -  
Recorder -



25X1A

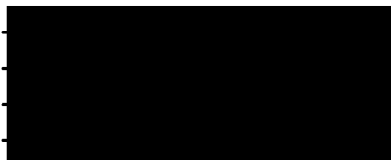
(2) Areas of Responsibility:

All SL Wage Board personnel other than those assigned to Printing Services Division, including contract personnel subject to the coordinated Federal Wage System.

h. Awards Panel

Membership:

Chairman -  
Member -  
Member -  
Recorder -



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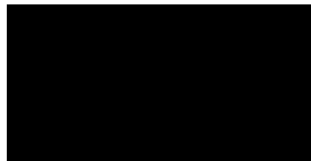
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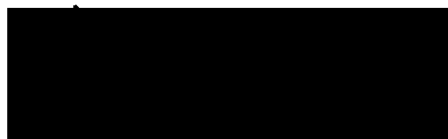
i. Training Panel

Membership:

Chairman -  
Member -  
Member -  
Recorder -



25X1A



Acting Director of Logistics

25X1A